

**UNITED STATES BANKRUPTCY ADMINISTRATOR  
SOUTHERN DISTRICT OF ALABAMA  
POST OFFICE BOX 3083  
MOBILE, ALABAMA 36652-3083**

**TRAVIS M. BEDSOLE, JR.  
ADMINISTRATOR**

**TELEPHONE: (251) 441-5433  
FAX: (251) 441-6263**

**INSTRUCTIONS FOR FILING CHAPTER 11 DOCUMENTS**

**DOCUMENTS TO BE ELECTRONICALLY FILED WITH THE CLERK OF COURT**

**B25C Small Business Operating Report**

**BA-1 Monthly Financial Report (Bank Statements & Checks)**

**BA-2 Quarterly Fee Statement**

**BA-3 Certification and Statement of Legal Services Rendered**

**BA-4 Chapter 11 Postconfirmation Report (Bank Statements & Checks)**

**Proof of Insurance (Include cover pleading with style of case)**

**List of Salaries, Compensation and Fringe Benefits**

**Plan and Disclosure Statement**

**Application for Attorney Fees**

**NOTE: Fillable forms are available on our website at: [www.alsba.uscourts.gov](http://www.alsba.uscourts.gov)**

**DOCUMENTS TO BE FILED WITH THE BANKRUPTCY ADMINISTRATOR  
P. O. BOX 3083, MOBILE, AL 36652-3083**

**Original - Information Form**

**Original - Bank Depository Notification Form**

**Copy - Federal and State Income Tax Returns**

**Copy - Plan and Disclosure Statement**

**Copy - Application for Attorney Fees. (Include rates for attorneys and breakdown of expenses, including fax rate, copy rate and all documentation pertaining to travel expenses).**

**Travis M. Bedsole, Jr.  
U. S. Bankruptcy Administrator**